Code of Conduct

Scope

A Code of Conduct gives some simple guidelines. It can help staff to be sensitive in the performance of their duties, provide a way to resolve conflict in the workplace and use official information, equipment and facilities effectively. It can help staff to act in a way that promotes a positive ambience in the work place as well as creates a positive image of the organization. It guides and encourages staff to show courtesy, consideration and maturity in their dealings with the colleagues, volunteers, suppliers, donors and all our well-wishers.

1 Personal Conduct Consistent with Bright Future 's culture, philosophy and principles, a member of staff is required to:

1.1 Be respectful, and caring towards all colleagues, donors, community, suppliers and volunteers.
1.2 Promote a positive image of Bright Future within the community and well-wishers

1.3 Provide the highest possible standard of service.

1.4 Carry out work in an efficient and effective manner.

1.5 Maintain impeccable levels of honesty and integrity.

1.6 Carry out actions complimenting to Bright Future ’s vision, mission, focus, decisions and policy.

1.7 Value all the resources and assets provided to you, since they belong to the NGO and the NGO is answerable to the donors and the community for any deliberate loss or damage to any property.

2 Fair and Equal Treatment

All decisions made by a member of staff during the course of carrying out his/her responsibilities will be honest, frank and impartial. Bright Future is an equal employment opportunity Organization and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The Organization also believes that all employees of the Organization, have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable and will be treated as a gross misconduct.

3 Smoking, Alcohol and Drug Policy

3.1 Smoking is not allowed in the Organization’s premises or at any place visited directly in connection with the discharge of your duties as an employee of the Organization.

3.2 Appearing for work or visiting any site, place or event as a representative of the Organization under the influence of alcohol, non-prescribed drugs or controlled/psychotropic substances (hereinafter collectively “Drugs”) violates the Organization policy.

3.3 Any employee found to be violating this policy would be subject to the disciplinary procedures including dismissal. The possession, use, distribution or sale of Cigarettes or drugs on the Organization sites or at places/events visited by an employee as a representative of the Organization shall be deemed to be gross misconduct resulting in the dismissal of the employee.

4 Confidentiality

Every personnel must be scrupulous in his/her use of official information. Confidential information should not be used to gain any benefit to a staff or any other person or body, and should remain confidential.

5 Breach of code of conduct

In broad terms, a staff whose conduct does not comply with an element of the Code of Conduct can be found to have breached the Code.

5.1. It is necessary to have a set number of rules in the interests of the whole organization.

5.2. The rules set standards of performance and behavior whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasize and encourage improvement in the conduct of individuals, where they are failing to meet the required standard, and not as a means of punishment.

5.3. Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.

5.4. The following rules and procedures will help to ensure that:

5.4.1 You are fully aware of the standards of performance, action and behaviour required of you

5.4.2 Disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner

5.4.3 You will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case. On some occasions temporary suspension on full may be necessary in order that an uninterrupted investigation can take place, This must not be regarded as a disciplinary action or a penalty of any kind.

5.4.4 Other than for an “off the record” informal reprimand, you have the right to be accompanied by a fellow employee, who may act as a witness or speak on your behalf, at all stages of the formal disciplinary process.

5.4.5 You will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct.

5.4.6 If you are subject to the disciplinary process, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty.

6 Termination and/or Disciplinary Action

Quality standards in work are essential to ensure the best interest of the child. Ineffective work or no positive growth will result in warnings being issued. The need for a third warning could result in termination.

Procedures for Termination and/or Disciplinary Action

- Bright Future will ask the employee for a written explanation on the offense deemed committed by the employee concerned, identifying the charges against him/her and the particulars of the facts relied upon to support it.
- The employee is given 3 working days to submit his/her explanations.
- Based on the written explanations submitted by the employee concerned and the strength of evidence presented, Bright Future may choose to decide on the charges or pursue further investigation of the case.
- Bright Future can, shall it feel necessary to, suspend the employee in question from duty during the period of investigation subject to the following conditions:
- Should the employee be in a position to tamper with the evidence against him/her.
- Should the employee's continuing presence in the organization be deemed inimical to the interest of the organization.
- The management reserves the right to terminate an associate's service without any notice period on grounds of non- performance, improper conduct (financial, moral or otherwise) or activities detrimental to the organization and its stakeholders.
- In exceptional cases, compensation up to one month's pay may be provided at the discretion of the management